

MONTANA CHEMICAL DEPENDENCY CENTER

POLICY AND PROCEDURE MANUAL

Policy Subject: Cleaning Supplies	
Policy Number: ICP 11	Standards/Statutes: ARM 37.27.120.121
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To assure safe use and distribution of approved cleaning supplies.

POLICY: Only approved chemicals, with proper Material Data Safety Sheets (MSDS) will be used by staff and patients.

I. The infection control nurse will determine which cleaning products and chemicals are to be used in this facility. OSHA standards are followed at this facility. Prior to ordering chemicals that have not been previously used in the facility, the product and chemical makeup of the product will need to be approved.

A. An MSDS sheet will be available for each approved chemical. They are to be used in any emergency such as an eye splash or accidental ingestion to explain procedures to follow when an accident occurs. They are located: at the first floor communication station; second and third floors.

1. Logs are divided into individual areas on each floor. Behind each individual area divider is an

B. OSHA Hazardous Chemical Substance list for that particular area. Required MSDS sheets follow.

C. Employees are instructed not to bring cleaning agents or other potential hazardous chemicals. All supplies in the facility have been pre-approved by the nurse, assuring they are safe for use.

D. Aerosol cans are not allowed for patient's use at any time.

E. The custodian will be responsible to notify the infection control nurse of any new products and/or chemicals being used in the facility so that MSDS sheets can be made available.

II. All containers are to be properly labeled. If material/chemical is transferred from it's original container into another container, the new container must be immediately labeled.

A. The label must be legible.

III. Proper storage of cleaning supplies will be observed in all areas of the facility.

B. All floors have pre-mixing stations in the janitor closets. A staff member will fill the units.

D. Paper products are stored on each floor behind the nurse's station.

IV. Staff housekeeper will be available on third floor from 8:00 a.m. to 8:30 a.m. to distribute necessary supplies to patients to enable them to perform their individual cleaning and specific therapeutic cleaning tasks. Nursing staff will distribute supplies to the second floor patients. Other staff personnel may give out necessary supplies on their shifts as their schedule allows.

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